



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W1834
Sacramento, California 95825
www.ca.blm.gov
March 8, 2002

In Reply Refer To:
8000 (P)
CA-930

EMS TRANSMISSION: 3/8/2002
Instruction Memorandum No. CA-2002-035
Expires: 09/30/2003

To: Field Manager, Alturas Field Office CA-320

From: State Director

Subject: Alturas Field Office Recreation Fee Demonstration Pilot Project Financial Procedures
DD: 06/01/02

The purpose of this memorandum is to provide you with guidance and procedures for recording collections and costs associated with the Alturas Field Office Recreation Fee Demonstration Pilot Project. These procedures need to be in place by June 1, 2002.

Authority:

The FY 1996 appropriations process (Public Law 104-134) further amended the LWCF Act by establishing criteria for new recreation fee demonstration pilots. This amendment broadens BLM's collection authority and makes these receipts immediately available for use.

Recreation Fee Demonstration Projects: The authority listed above only applies to recreation sites specifically designated as recreation fee demonstration pilots. Now that the Alturas Field Office is designated, special budgeting and accounting procedures apply. It is important that these procedures are followed, because it is the intent of the recreation fee demonstration pilot program to determine if the revenue generated from areas, such as the Alturas Field Office, could cover the cost of operations and maintenance. **It is also important to remember that receipts collected in the Alturas Field Office may only be spent for costs associated with the site(s) or area(s) for which the collections are made, including managing, cleaning, maintaining and improving the site(s).** Specific charges that can be made include:

, Costs associated with the collection of recreation fees from receipt to deposit.

- , Costs associated with performing annual maintenance, including garbage collection.
- , Costs associated with providing interpretive materials for visitor services, (i.e. informational/educational/directional materials directly provided for fee site visitors).
- , Costs associated with corrective maintenance, site expansion, environmental protection efforts, or project work.

Recording Collections: The BLM will account for these funds as part of the Permanent Operating Fund appropriation with a new fund (331) and a new subactivity (1232). Project numbers will be used for the separate accounting called for in the law. Specific CR coding instructions for the Alturas Field Office are:

<u>CR Document Fields</u>	<u>Record</u>
PRINCIPAL TT	RV
FUND	331
BUDGET ORG/SUB	CA 320
PROGRAM	123277
PROJECT #	CF12
REV SRCE/SUB	GENL
VND/PRV	CNPUB

Alturas Field Office Coding Example (1232 coding only): CA 320 1232 77 CF12

- * CF12 is the Project Number for the Alturas Field Office Recreation Fee Demonstration Pilot Project
- * The Job Code (77) will vary according to the definitions explained in IM No. 97-67, Financial Procedures - Recreation Sites

One of the intentions of the recreation fee demonstration project program is to determine if the revenue generated from these sites could cover the cost of operating and maintaining sites. Accordingly, all direct costs associated with the Alturas Field Office must be recorded against the project number associated with the site regardless of the amount collected. This will involve charging some of the costs to subactivity 1232 (maintenance, collections, and project work) and other costs such as (operations, collections, and incidental costs) to MLR subactivities (e.g. 1220 or 1620). Each time a MLR activity is used in conjunction with this recreation fee demonstration site the project code (CF12) must be used. An example would be:

CA 320 1620 00 CF12

Recording Costs: All Alturas Field Office fees will be recorded to the project number and will be available for expenditure as the fees are deposited. Expenditures may be made against subactivity 1232 for only those items described in attachment 1-2 of Washington Office IM No. 97-67. The project

manager must ensure that expenditures do not exceed collections by the end of the Fiscal Year. Any excess expenditures will be moved to the appropriate MLR subactivity. Any remaining funds in the project at the end of the year (collections in excess of expenditures)

2

will carryover to the new year. In addition, we recommend that the Field Office prepare a plan on how to ensure that the revenue collected is returned to sites within the Alturas Field Office where the collection was made..

Should you have questions regarding the accounting for the Alturas Field Office Recreation Fee Demonstration Pilot Project, please contact either Tim Smith at (916) 978-4644 or Sue Mello at (916) 978-4516.

Signed
Tony Staed
Acting State Director

Authenticated
Louise Tichy
Records Management

1 Attachment

WO IM No. 97-67, Financial Procedures - Recreation Sites (6 pp.)

Distribution

Lee Larson, WO-250, 1275LS

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240
February 5, 1997

In Reply Refer To:
1372 (WO-880)N

EMS TRANSMISSION 2/7/97
Instruction Memorandum No. 97-67
Expires: 9/30/98

To: All WO and Field Officials

From: Director

Subject: Financial Procedures - Recreation Fee Sites

A. Purpose

The purpose of this Instruction Memorandum (IM) is to renew the guidance of the existing recreation fee collection procedures and to provide clear guidance and procedures for recording collections and costs associated with the new recreation fee demonstration pilots.

B. Authority

The Omnibus Budget Reconciliation Act of 1993, Public Law 103-66, amended the Land and Water Conservation Fund (LWCF) Act and further expanded the Bureau of Land Management's (BLM) authority to collect recreation use fees and deposit these funds into special accounts, established for each agency, in the Treasury of the United States. Funds deposited in this account are authorized to be made available for appropriations in the following fiscal year (FY) through the Management of Lands and Resources (MLR) appropriation and are made available until expended. Congress also amended provisions of the LWCF Act concerning fee collections allowing BLM to retain and spend up to 15 percent of the recreation receipts collected during the current year to help offset fee collections costs.

The FY 1996 appropriations process (Public Law 104-134) further amended the LWCF Act by establishing criteria for new recreation fee demonstration pilots. This amendment broadens BLM's collection authority and makes these receipts immediately available for use.

C. Existing Fee Collection Areas

There is very little change to current policies and procedures for existing recreation fee sites. These procedures, as originally issued in IM No. 94-182, are updated below.

1. Recording Collections

Amounts collected as recreation fees are to be deposited into one or both separate special receipt accounts. The following table shows the Treasury fund symbol and the Federal Financial System (FFS) fund code to use for each collection.

<u>Fund Symbol</u>	<u>Fund Code</u>	<u>Title/Use</u>
145056.1	330	Fee Collection Support and Public Lands, BLM. Record up to 15 percent of each fee collected to fund code 330 on the cash receipt (CR) documents.
145108	735	Recreation, Entrance, and Use Fees, BLM. Record the balance of each fee collected to fund code 735 on the CR document.

The requirements for coding collections on the CR document are shown below.

<u>CR Document Fields</u>	<u>Up to 15%</u>	<u>Remainder</u>
PRINCIPAL TT	RV	RV
FUND	Blank	735
BUDGET ORG/SUB	State/Office Code	State/Office Code
PROGRAM	123177	State Code
REV SRCE/SUB	GENL	RREV
VND/PRV	CNPUB____1	CNPUB____1

Field Offices may obligate up to the amount that was deposited into the fee collection account (program 123177) by that office. Obligations are charged against subactivity 1231. Delays in depositing and recording collections into FFS will delay the release of fund availability. If an office expends more than its total recreation fees deposited and the excess cannot be offset within the State's collection account, a deduction will be made against subactivity 1230 in the FY closing for that state.

2. Recording Fee Collection Costs

Acceptable costs to charge against 1231 are those incurred for personnel and infrastructure directly associated with the collection of recreation fees. Personnel costs from time and attendance reports should reflect only the time used to collect fees (see attachment 1-1).

Infrastructure costs are defined as the direct costs of providing basic facilities and equipment necessary for the functioning of the system established to collect recreation fees. Examples include the purchase of fee collection kiosks, pipe safes, lock box systems, and signs related to fee collection. Equipment purchased, such as a safe, to safeguard all collections (including recreation fee collections) may be charged as recreation fee collections only in the amount proportionate to its use for recreation fee collections. The primary uses of the fees are to reduce maintenance backlogs and improve the quality of services to the visitors.

D. Recreation Fee Demonstration Sites

This new authority applies only to recreation sites specifically designated as recreation fee demonstration pilots. Special budget and accounting procedures apply once these designations have

been made. The FY 1996 enacted Appropriations law provides authority for the BLM to develop pilot recreation fee demonstration projects. The goal of the pilot program is to foster innovative, creative, and cost-effective methods of collecting recreation use fees in consultation with the recreation site users. These fees will be returned to the site of generation to improve the quality of visitor experiences, to enhance the protection of natural resources, and to offset fee collection costs. The BLM is initially proposing 17 pilot sites with the goal, over the 3-year pilot period, of using these funds to improve the quality of the services provided at the facilities and the informational materials available to the visitor at each pilot site.

1. Recording Collections

The new authority allows us to direct all of the fees back to the sites where they were collected for “further activities of the area, site, or project.”

The BLM will account for these funds as part of the Permanent Operating Fund appropriation with a new fund (331) and new subactivity (1232). Project numbers will be used for the separate accounting called for in the law. Specific CR coding instructions are shown below.

<u>CR Document Fields</u>	<u>Record</u>
PRINCIPAL TT	RV
FUND	331
BUDGET ORG/SUB	State/Office Code
PROGRAM	123277
PROJECT #	See Below
REV SRCE/SUB	GENL
VND/PRV	CNPUB____1

Project numbers at each designated site will be assigned by the State recreation coordinator. The first two digits of the project number will be the State managing the site, and the last two digits will be assigned consecutively by the State recreation coordinator (e.g., AZ01, AZ02, etc.). The activation/deactivation of these projects must be coordinated with the FFS project coordinator at the National Business Center (BC-640). For each project established in subactivity 1232, there must be a corresponding special interest project established in MLR.

One of the intentions of these recreation fee demonstration projects is to determine if the revenue generated from these sites could cover the cost of operating and maintaining the sites. Accordingly, all direct costs associated with the site must be recorded against the project number associated with the site regardless of the amount collected. This will involve charging some costs to subactivity 1232 (maintenance, collections, and project work) and other costs such as (operations, collections, and incidental costs) to MLR subactivities (e.g., 1220 or 1620).

2. Recording Costs

The fees will be recorded to a site specific project and are available for expenditure as the fees are deposited. Expenditures will be made against subactivity 1232 for only those items described in

Attachment 1-2. Project spending controls will not be enforced so that maintenance and/or collections work can be accomplished more timely on each site. However, project managers must ensure that expenditures do not exceed collections at FY end. Any excess expenditures will be moved to the appropriate MLR subactivity before FY end. Any remaining funds in the project at year-end (i.e., collections in excess of expenditures) will carryover to the new year in that project.

E. Monitoring Project Activities

There are two methods of monitoring collections for recreation fee projects.

1. Monthly Reports

(a) The Fund Status Report by Project (PJ200p3) is a monthly report that summarizes the status of each project. It is sorted by subactivity (1232) and project number. It summarizes collections and obligations, as well as selected data by object class.

(b) The Project Detail List, All Other Projects (PJ325p1), shows detailed expenditure data by transaction. It is sorted by fund (331), subactivity (1232), and project number.

(c) The Recreation Fee Demonstration Project Report is currently being developed. It will be sorted by project and will show costs by subactivity for certain predefined categories. An example of this report is shown on Attachment 2. It will be available later this fiscal year.

2. On-Line FFS

The amounts collected for each project can be monitored on-line in FFS. The TABLEID is PROJ, the DIV is the two digit State code, the PROGRAM is 1232, and the JOB is the project number. The amount collected will be recorded next to ACT REIM AMT on the bottom right part of the screen. The bottom left part of the screen will show commitments, obligations, and expenditures against that project.

Questions concerning this IM should be addressed to Jack Blickley of Finance Liaison Office at (202) 452-5147 in the Washington Office or Patti Mares at (303) 236-6634 in the National Business Center.

Signed by:
Nina Rose Hatfield
Assistant Director for Business
and Fiscal Resources

Authenticated by:
Robert M. Williams
Directives and Records
Group, WO540

2 Attachments

- 1 - Recreation Fee Demonstration Projects Definitions/Description of Subactivities (1 p)
- 2 - Prototype (1 p)

Recreation Fee Demonstration Projects Definition/Description of Subactivities

Subactivity 1231: Recreation Fee Collections (Fund 330)

Includes costs (except Recreation Demonstration Pilots) of collecting recreation fees at designated fee collection sites and for the collection of fees associated with the issuance of special recreation permits and Federal recreation passports. These costs are further defined as those obligations incurred during the current fiscal year for personnel and infrastructure directly associated with the collection of recreation fees. This includes personnel, purchase and maintenance of fee collection equipment, data entry, and accounting that are required to safeguard all collections. This subactivity is derived from up to 15 percent of the total recreation fees collected by State and is not subject to further appropriation by Congress. Collection charges should not exceed collection deposits per site.

Program Elements:	00	Collection Costs
	77	Revenue Billings and Collections

Recreation Fee Demonstration Projects Definition/Description of Subactivities

Subactivity 1232: Recreation Fee Demonstration Projects (Fund 331) (REQUIRES PROJECT NUMBER)

For use at designated recreation fee demonstration sites only. To be used for any costs associated with the site for which the collections are made, including managing, cleaning, monitoring, maintaining, and improving the site. The cost of collecting fees may also be charged to this subactivity.

Program Elements:

01 Fee Collection

Costs associated with the collection of recreation fees, from receipt to deposit.

02 Annual Maintenance

Costs associated with performing annual maintenance, including garbage collection.

03 Interpretive Materials

Costs associated with providing interpretive materials for visitor services, (i.e., informational/educational/directional materials directly provided for fee site visitors).

04 Corrective Maintenance

Costs associated with corrective maintenance, site expansion, environmental protection efforts, or project work.

PROTOTYPE
Bureau of Land Management
Recreation Fee Demonstration Project Report

Project: AZ01

Lead State: Arizona

Program Element	Labor	Travel & Transp	Repairs/ Maint.	Contracts	Other	Total
Subactivity 1232 - Recreation Fee Demonstration Projects						
77 - Collections						\$ 9,999.99
<i>Subactivity 1232 Project Costs:</i>						
01 - Fee Collections	\$ 999.99	\$ 999.99	\$ 999.99	\$ 999.99	\$ 999.99	9,999.99
02 - Annual Maintenance	999.99	999.99	999.99	999.99	999.99	9,999.99
03 - Interpretive Materials	999.99	999.99	999.99	999.99	999.99	9,999.99
04 - Corrective Maintenance/project work	999.99	999.99	999.99	999.99	999.99	9,999.99
<i>Total subactivity 1232 project costs</i>	999.99	999.99	999.99	999.99	999.99	9,999.99
<i>Subactivity 1232 Balance</i>						\$ 9,999.99
Program Element	Labor	Travel & Transp	Repairs/ Maint.	Contracts	Other	Total
Other Subactivity Project Costs						
Subactivity 1620 - Facilities Maintenance						
00 - Resource Management	\$ 999.99	\$ 999.99	\$ 999.99	\$ 999.99	\$ 999.99	\$9,999.9
<i>Total subactivity 1620 project costs</i>	999.99	999.99	999.99	999.99	999.99	9,999.99
Subactivity 1820 - Administrative Support						
00 - Resource Management	999.99	999.99	999.99	999.99	999.99	9,999.99
<i>Total subactivity 1820 project costs</i>	999.99	999.99	999.99	999.99	999.99	9,999.99
Subactivity 1220 - Recreation Resource Management						
00 - Resource Management	999.99	999.99	999.99	999.99	999.99	9,999.99
04 - Wild & Scenic Rivers	999.99	999.99	999.99	999.99	999.99	9,999.99
<i>Total subactivity 1220 project costs</i>	999.99	999.99	999.99	999.99	999.99	9,999.99
<i>Total other subactivity project costs</i>	999.99	999.99	999.99	999.99	999.99	9,999.99
Program Element	Labor	Travel & Transp	Repairs/ Maint.	Contracts	Other	Total
Summary of Project Costs						
<i>Subactivity 1232 project costs</i>	\$ 999.99	\$ 999.99	\$ 999.99	\$ 999.99	\$ 999.99	\$9,999.9

<i>Other subactivity project costs</i>	999.99	999.99	999.99	999.99	999.99	9,9999.9
<i>Total project costs</i>	999.99	999.99	999.99	999.99	999.99	9,999.99